

File a Reinstatement in the Clerk's Information System

If a business entity's existence or registration to transact business in Virginia has lapsed, you can file a reinstatement online using the Business Entity PIN. The reinstatement must be filed **within 5 years** after the date on which the existence was terminated, canceled, revoked, or withdrawn. This how-to guide will walk you through reinstating a business entity online in the new Clerk's Information System (CIS) https://cis.scc.virginia.gov/.

NOTE: Past SCC eFile account credentials **will not** work in CIS. If you do not already have an SCC CIS account, you will need to create one before you get started by clicking the green **Register** button on the CIS homepage.

- 1 Log on to CIS at https://cis.scc.virginia.gov/.
 - Note: Google Chrome, Internet Explorer or Microsoft Edge are recommended.
- Click Online Services on the top left.
- Under Business Entities, click **Existing Businesses**.
- Select the appropriate Entity button.
 Then, select the appropriate **Business Entity Type** from the drop-down and click **Continue**.
- Select **Reinstatement** from the dropdown and click **Continue**.
- 6 Locate your business in the system by either:
 - A. Searching for it using the **Entity Name** field, OR
 - B. Entering your **Entity ID**.
- 7 Click Search.
- Click the **Select** button next to your business' name. DO NOT click the green entity name.
- Olick Continue.



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- Enter the **Business Entity PIN** using capital 10 letters and click Done.
- Once the Entity Information appears, click **Next**.
- **OPTIONAL:** Upload reinstatement documents. 12 Check the The uploaded document will act as the filing image radio button.

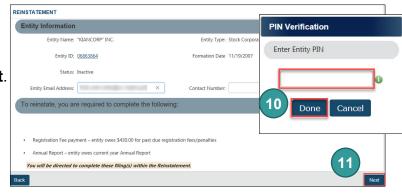
Click **Attach**, select the file you want to upload, and click Open.

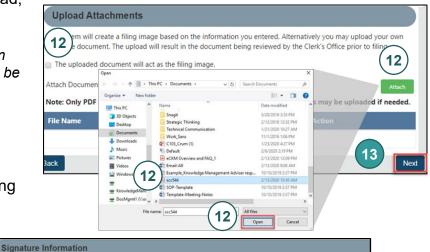
Note: If you upload a document, your submission will not be approved in real-time, but instead will be reviewed by the Clerk's Office.

- Click Next.
- Indicate if you are signing as an Individual or On Behalf of Business Entity by checking the appropriate radio button.

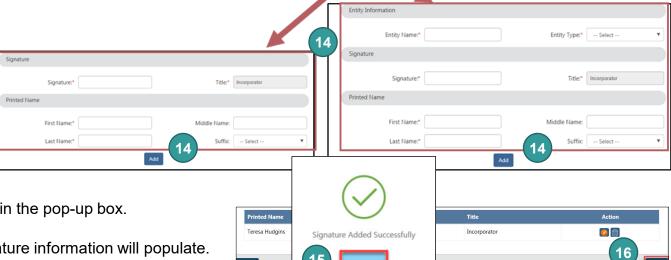
Complete all fields with an asterisk (*) in the Signature Information section.

Click Add.





The undersigned affirms that the information contained in this electronic submission is accurate and complete and that document that is false in any material respect with the intent that it be delivered to the Commission for filing



- Click **OK** in the pop-up box.
- The signature information will populate. Click Next.
- Click Start Filing under Additional Filings Required and complete each step for the required filing.



File a Reinstatement

- If additional filings are required, click Start Filing and complete all of the required steps.
- Review the Registration Fee List and click **Next**.
- Review the Registration Fee List and click **Continue**.

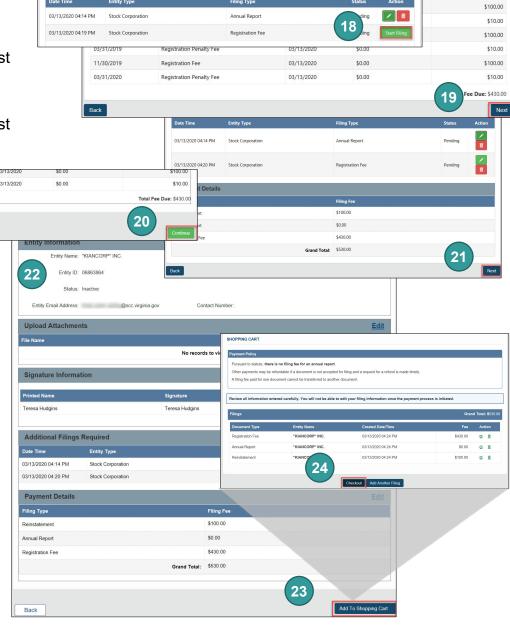


21 Click Next.

Back

- Review each section of the Reinstatement, and make any edits, as necessary.
- Click **Add To Shopping Cart** on the bottom right.
- Click Checkout.
- Click **Go To Payment**.
- In the Confirmation pop-up window, click **I Agree**.

Note: You will be taken to a site administered by LexisNexis to complete your payment.

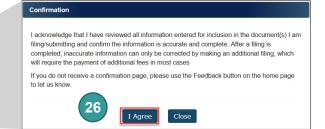


Registration Fee List

REINSTATEMENT

Additional Filings Required





File a Reinstatement

- Enter your **Billing Address** and **Payment Information**, completing all fields marked with an asterisk (*). You must complete the **Captcha** field.
- 28 Click Continue.
- Check the **Acknowledgement** radio button and click **Pay Now**.

Note: Do not close the browser window.

30 You will be directed to a confirmation screen.

